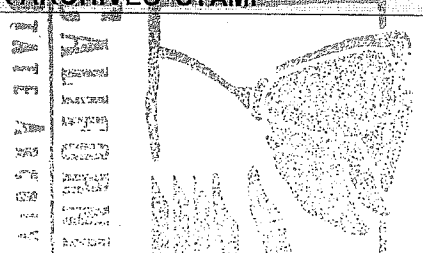


RECORDS RETENTION SCHEDULE

GC 28075

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAMSubmit three copies to: Department of General Services, California Records and Information Management, 344 N 7th St., Sacramento, CA 95814.A CalRIM Consultant may be reached by phone at (916) 322-1727, by fax at (916) 322-1014 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Education		(2) AGENCY BILLING CODE 21650		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION Prof. Dev. Curriculum Support / Mathematics & Science Leadership Office		(5) ADDRESS 1430 n Street, Suite 4309, Sacramento, CA 95814			
CHECK THE APPROPRIATE BOX					
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER E08-01	(10) SCHEDULE DATE January 30, 2008	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 9
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT The mission of the California Department of Education is to provide leadership, assistance, oversight, and resources so that every Californian has access to an education that meets world-class standards.					
PART I -- AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this Records Retention Schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not correctly provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE—MANAGER RESPONSIBLE FOR THE RECORDS <i>James Greco</i>		(19) TITLE Administrator		(20) PHONE NUMBER 323-6189	(21) DATE SIGNED 1-31-2008
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST <i>George Smith</i>		(23) CLASSIFICATION KMA	(24) NAME (Printed or Typed) George Smith	(25) PHONE NUMBER 322-5110	(26) DATE SIGNED 1/31/08
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT <i>James C. Smith</i>		(28) APPROVAL NUMBER 08-048		(29) DATE SIGNED 2/8/2008	(30) EXPIRATION DATE 2/8/2013
PART III – ARCHIVAL SECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:				FOR ARCHIVES STAMP	
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>		(34) DATE SIGNED 3/5/08			

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(35) CalRIM APPROVAL NUMBER											(36) PAGE 2 OF 3 PAGES	
ITEM # (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)	
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)			
1			Educational Grants								All records were kept in the office for five years. Keep all records for two years then destroy. Shred date December 2009	
2	1		AB1331 Mathematics A - G	P		5		2	7			
3	1		AB1331 Mathematics H - Q	P		5		2	7			
4	1		AB1331 Mathematics R - Z <i>Prof. dev. contracts bills, curriculum</i>	P		5		2	7			
5	1		Environmental Education 1997-2001	P		5		2	7			
6	1		Environmental Education 1999-2001	P		5		2	7			
7	1		Environmental Education 2000-01	P		5		2	7			
8	1		Environmental Education 2001-02	P		5		2	7			
9	1		Environmental Education 2001-02	P		5		2	7			
10	1		Environmental Education 2001-02 <i>grant awards, contract, corresp.</i>	P		5		2	7			

*Provide total of office and departmental

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

11.			<u>Records Management</u> STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
12.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
13.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
14.			Authorization for Records Destruction (Computer Printouts) Electronic Mail			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
15.			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number). B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
				M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.